

## **Student Weekly Meeting Minutes**

**August 16, 2012, 8:00am-9:00am**

Attendees: Chien Shih, Tom Roza, Stephanie Franco, Joe Lampo, Henry Jung, Shawna Aced, Jerrick Woo, Veronica Aparacio, Joan Pena-Ferrick, Susan Malmgren, Moaty Fayek, Bill Baldwin, Rachel Tai and Kari Elliott (note taker).

### **3CBG Conference:**

September 18, 2012, 8:30am-5:00pm, at the Hilton Newark/Fremont, 39900 Balentine Dr, Newark, CA 94560.

- Registration fee is \$50.00 per person; deadline to register is August 24<sup>th</sup>, send to Kari Elliott.
- FHDA will do 2 presentations: FLAC module & DegreeWorks Implementation.

### **Standing Agenda Items:**

1. Review list of projects Jerrick Woo and Xiaobin Li are working on.
  - Missing hours/grades message pop-up; are zeros accepted?
    - Foothill – yes, De Anza – no; programming will accept zeros.
    - Need District policy; clarification of rules.
      - Discuss further when Kathleen returns from vacation.
  - Repeatability rules in place; De Anza will begin using August 16<sup>th</sup>.
  - Message telling students cannot drop because taking class a third time; working on.
  - Repeatability between colleges – students taking same class at both colleges.
    - Equivalency table will prevent from happening; colleges cannot always agree on equivalents.
2. Data Requirements from SIS Legacy System:
  - Legacy sunset date – June 30, 2013; need data store when decommissioned.
  - Continuing to move Course History; course work that was missed by 2010 SIS Plus migration to Banner – complete by September 2012.
3. Census:
  - Auditors Report spec completed and colleges approved; need report completed by May 2013.
4. UC4:
  - Banner Agent – still negotiating with Ellucian on maintenance fee.
  - Cannot run Banner job without Banner Agent.
5. Fall Registration:
  - 9,700 registered at Foothill.
  - 17,765 registered at De Anza.
  - Both colleges will drop for nonpayment.
    - August 24<sup>th</sup>, August 31<sup>st</sup>, September 7<sup>th</sup>, September 14<sup>th</sup>
6. Summer Grade Roll:
  - Foothill has begun early Summer grade roll; will begin regular Summer grade roll August 19<sup>th</sup>.
  - De Anza will begin August 16<sup>th</sup>; repeatability matrix in place.
7. BDMS:
  - Phase III: De Anza has microfiche records on CD, need to move into BDMS.
  - Disabled Students – ready to begin training; meeting scheduled August 16<sup>th</sup>.

- De Anza has provided a list for security but do not have a scanner yet.
  - Instructor class list cannot load in Faculty Cabinet.
8. Degreeeworks:
- 4.1 not in Test yet.
    - Open Service Request with Action line to finish install; complete by August 20<sup>th</sup>.
    - Tom will send advisory to Kent & Stephanie; will have in place for consultant visit.
    - Double credit issue (affecting more students at both colleges); Defect fixed with 4.1.
  - Still having issues with Ed plan.
    - Known defect with Internet Explorer; confirmed fixed in 4.1.
  - Counselors would like button to change majors in Degreeeworks; add to dashboard – July 2, 2012.
    - Also will add placement score view to dashboard.
  - IGETC – Kent will follow up with San Mateo College.
    - Kent needs to work on with Action Line to resolve.
  - Requested consultant help for two days for technical trouble shooting – end of August.
    - Stephanie has sent agenda to Chien.
9. SARS/eSARS – Kick-off meeting before end of August:
- Objectives:
    - Provide text notification.
    - Convert Foothill STS tracking terminals.
    - Report requirements of colleges.
  - SARS GRID upgrade scheduled for August 19, 2012
10. Security:
- Bill is working in APEX to automate security.
    - Moving forward; review spec when ready.
  - Student group Pop Sel access; Bill has list of who needs access, will begin to put in place.
11. Faculty Leave Reporting – began working on Payroll interface.
- Begin testing in Fall.
12. Exchange Outlook:
- Phase II – implement Outlook client; users must opt in through Call Center.
13. E-Transcripts:
- Join initiative with Zap.
15. Online Payments – better flow or make more obvious how to pay fees online.
- Make Pay Here button bigger.
  - When leaving registration page, direct to payment screen.
  - Meeting scheduled August 16<sup>th</sup>.
16. Trouble logging into Touchnet – reported by De Anza.
- Log in ok first time, log out and try to log in again is unsuccessful.
  - Rachel is working with Jim Clow.
17. Deans would like access to students email for sending out announcements.
- Susan will work with Moaty to create specs.
18. Separate link to report MyPortal issues.